

TWIN TOWERS HOMEOWNERS' ASSOCIATION

Meeting Minutes

May 1, 2023

1. **Call to Order:** Meeting was called to order by Richard Dunlap at 3:00pm
2. **Pledge:** All in attendance stood for the pledge
3. **Proof of notice** – Notice was posted on the website and bulletin board.
4. **Quorum-** Richard Dunlap President, Thomas Bowe Treasurer, Cynthia Parsons Secretary, Donald Nanny Director at Large, and Michael Delay Vice President (present via speaker phone) were present from the BOD. Kristy McDonald was present from MGMT.
5. **Officers Report**
 - a. **Secretary** – Minutes from April 3, 2023, Richard Dunlap made motion waive the reading and approve the minutes as presented and Donald Nanny seconded. **MSC**
6. **Manager Report:** Kristy reviewed the 12 item Managers report that was completed and provided to the Board of Directors. Kristy added an additional item that was not included in the report which is management will be contact Cintas to complete the 5-year inspection.
7. **Old Business**
 - a. **Storage Committee – “Bike & Hobby Shop” Update** – Cynthia Parsons advised all bike room spots are filled and the locks have been changed. Committee has requested a notice be sent out to all hobby shop owners as a few spaces are not labeled.
8. **New Business**
 - a. **Center Mechanical Rooms** – Saturday two board members cleaned the center mechanical rooms and cleaned it out. They noted a few issues: concrete is crumbling, vibration brackets are not secured, and electrical boxes are not up to code. We are getting quotes and working with Beach Electric to bring these up to code and get repaired. The concrete walls are not load bearing so not a risk to structure. It was also announced that unit owners are responsible for making sure their HVAC company is doing the correct job and maintaining their systems to code.
 - b. **Space Coast Credit Union Account** – Richard Dunlap made motion to move \$175,050.00 from Space Coast Credit Union to Sunrise. Donald Nanny seconded this motion. All board members are in favor of this motion under the condition that the bank account at Sunrise will continue to be fully insured. **MSC**
9. **Next Meeting Date Announcement:** June 5, 2023 at 3:00pm
10. **Owner Comments**

Q: Richard Dunlap wanted to mention an additional item that was not on agenda. There are 3 units that have not paid the 2022 special assessment and for the 2023 special assessment there are 7 people have not paid anything towards the assessment. We will be addressing this with those owners however we only just got this updated information late last week. Additionally, these from these assessments and monthly payments, \$22,000/month goes towards insurance.

There is about \$90K that we can apply towards the loan, and we will apply that immediately. Every month as we collect that monthly amount, it will go towards the 6% loan.

Q: How will we pay December's 2023 insurance payment?

A: We still need to work that out. As of right now we don't have the money and if we don't do an assessment, we'll constantly be behind.

Q: You can borrow against your reserve funds.

A: We will check with our CPA on that. We are working on getting the reserves fully funded so that may be an option if we are making them whole.

Q: Are we going to get quotes on balconies for both buildings to do them at the same time?

A: Yes, we are. We've already had one of the vendors come out. They were provided the plans from 2013 and they are going to check all of the courtyard balconies and they will give us their estimate. The estimate will be per building. We are also going to try and get work done that doesn't require getting permits when we can and that will save \$ for the association as well.

Q: Now that we have a CAM, how does the board work, as far as finances?

A: Showcase provides Twin Towers with a bookkeeper, Shannon, for all financials. Each month Shannon will send the monthly financial statement to the board for review. Those statements will then be provided to owners at the monthly board meetings and on the website. Tom is also meeting with Kristy on Thursday to go over the financials.

Q: When are the estimates and contracts going to be posted to the website?

A: Kristy is working on getting a web company to edit and maintain our website.

Q: Tom, we just talked about how you are going to get involved in our finances, have you had the time to look at the finances prior to this meeting

A: No, to be honest I have not. Mike has been heavily involved in the financials up to this point. Before the next meeting we'll be making a list of repairs and get together with the board to go over what is needed to get done and how much it's going to cost. Hopefully by next month, we'll have a plan of what we want to do and how we are going to pay for it.

Q: On our floor; we have 1 brand new washing machine, 1 old machine that works but we have a machine that is terrible; it would be nice if we knew which machines were replaced.

A: It's in the reserve study, which is on our website

Q: Who is responsible for cleaning the lint out of the dryers

A: Everyone is responsible for cleaning out the machines after they use them but M&M goes in every 2 weeks to clean.

Q: Hobby shop has a bucket full of trash, can we get that removed?

A: Yes, we can have Willie do that weekly.

Q: In February the board advised that there was to be no more charging of bike room due to legal opinion from the attorney. At that time, I asked if the owners who paid for them would be reimbursed for the money they had already paid. I was told no and the reason everyone had to pay was because of a key fee; after that, I did research to find out that the board had misstated information; it was incorrect; and it was not in fact a key fee, but a usage fee and I have documentation going back years that it was against Florida statute to charge. I would like the board to get a legal opinion regarding the charging of the owners.

A: I am a beneficiary of the bike room; I was provided a service that I paid for; found out that I shouldn't have been charged and stopped paying. We will go to the attorney and get a legal opinion before any decisions are made.

Q: Are we looking to go after assured partners?

A: We have an insurance advocate but there is not much else we can do because Florida does not currently have a law regarding insurance renewal timeframes.

Q: Are we considering borrowing the money to get these projects done?

A: We are looking into that in addition to borrowing from reserve funds

Q: On the repairs, the roofs are very important and there are some cracks on the roof that need to be repaired prior to the roofer coming in.

A: Yes, thank you, we are aware of that. A to z roofing came and fixed the drains on the roof

Q: Clarification; is that the leak going into the laundry room

A: No however, they are here working on that today

Q: At one point, the water was turned off for sewer repair and when it was turned back on, someone flooded their unit, and it went into the hallway. The carpet is a mess, and it was never shop-vacced.

A: I will be walking the hallways and making note. I will get estimates for carpet cleaning.

Q: The hallway walls were repaired after the plumbing work but are not the right color.

A: I will speak with M&M and get them fixed right.

Q: Garbage fence and the mattress, are we doing anything about it?

A: Mattress is a separate list, but the fence is on the list of what is going to be done. (an owner suggested a chain link fence with the privacy slats) we will get pricing for that.

Q: Suggestion, when Joe comes and cleans, he starts in clubhouse and the restrooms; can he please start in the entry of each building? They look terrible and not a lot of people use the clubhouse bathrooms that early in the morning.

A: I will be creating a daily and weekly schedule for Joe to follow. This is the best way for me to ensure the work is getting done and done properly. When I create the list, I will have him do the entries first.

11. Adjourn. There being no further business, Richard Dunlap adjourned the meeting at 4:35pm